



DATE: December 6, 2002

TO: POTENTIAL BIDDERS IFB CCFC-6890

FROM: Marc Brandon

SUBJECT: **ADDENDUM 2**  
**INVITATION FOR BID CCFC 6890**  
**MINUTE PREPARATION SERVICES**

Invitation for Bid CCFC 6890 is hereby amended to revise the Cost Sheet, Attachment 3, which also includes the equipment list. Please substitute the attached page 12 of 47 for the existing page 12 of 47 in your Invitation for Bid document.

All other information shall remain the same unless officially amended. Amendment information may be found on the commission website ([www.ccfc.ca.gov](http://www.ccfc.ca.gov)), under Funding Opportunities and Breaking News. Questions or concerns regarding the amendment should be directed to Marc Brandon at (916) 323-2555.



ATTACHMENT 3

COST SHEET

HOURS FOR AUDIO RECORDING FEE, MINUTE PREPARATION AND NECESSARY AUDIO/VISUAL SERVICES PERFORMED FOR THE CALIFORNIA CHILDREN AND FAMILY COMMISSION ARE HYPOTHETICAL AND ARE FOR EVALUATION PURPOSES ONLY.

1. AUDIO/RECORDING FEE \$ \_\_\_\_\_ X 144 hours \_\_\_\_\_=\$\_\_\_\_\_  
(Hourly Rate X 144 = Total Cost)
2. MINUTE PREPARATION \$ \_\_\_\_\_ X 144 hours-----=\$\_\_\_\_\_  
(Hourly Rate X 144 hours = Total Cost)
3. TRANSCRIPTION PREPARATION \$ \_\_\_\_\_ X 40 Hours-----=\$\_\_\_\_\_  
(Hourly rate X 40 hours = Total cost)
4. AUDIO/VISUAL SERVICES\* --\$ \_\_\_\_\_ \* X 144 hours -----=\$\_\_\_\_\_  
(Average Hourly Rate X 144 hours = Total Cost)

Equipment

		Rate/Hr
12	Tabletop microphones	_____
1	1/3 octave Equalizer	_____
1	audio mixer	_____
1	cassette recorder	_____
1	podium microphone	_____
1	LCD projector w/cart	_____
1	Screen	_____
1	tv/video screen	_____
1	VCR	_____
2	speakers	_____
1	amplifier	_____
1	technician for setup/operation/teardown of equipment	_____
	Total	_____

\* Average Hourly Rate (AHR)  
 (Total divided by 12 = AHR This figure should be posted above  
 for Audio/Visual Services.) \_\_\_\_\_

TOTAL CONTRACT COST (Evaluation Purposes Only).....\$\_\_\_\_\_  
 (includes 1, 2, 3, and 4 above)

Note: Government per diem and travel cost are applicable but not included. Refer to Exhibit E of the attached draft agreement.

The HOURS indicated above will be used solely for computing the cost as a fair and equitable formula to determine the low bidder and is not binding on the contracting agency. However, the actual hourly rates quoted above by the bidder shall be binding for the term of the Agreement.

**Note:** All services performed are paid in arrears according to billing cycle indicated above.

